



Administrative Policies and Procedures: 16.7

Subject:	Resource Family Recruitment and Retention
Authority:	TCA 37-5-106; Multi-Ethnic Placement Act of 1994, Public Law 103 – 382; Inter-Ethnic Adoption Provision of the Small Business Job Protection Act of 1996, Public Law 104 – 188, Sec. 1808; Administration of Children, Youth and Family – 1M-CB-97-04
Standards:	DCS 2-106 B, 2-303, 3-101, 3-103, 3-201, 3-202, 3-203
Application:	Family Service Workers and Supervisory Staff

Policy Statement:

Each region will strive to maintain a regional recruitment plan that is to be updated every six (6) months. These plans are to be developed in collaboration with the local community, faith-based communities, and private providers. These plans will be developed with representatives most directly affected by foster care: birth parents, youth who are presently or have been in foster care and current and former resource parents. Strategies and action steps to retain resource parents should also be a part of the plan.

Purpose:

DCS has an obligation to locate family placements or significant persons within children's local communities, recruit and maintain a diverse pool of approved resource families and to ensure quality family home placements will be available to children in DCS custody.

Procedures:

A. Regional Targeted Recruitment Plan	<ol style="list-style-type: none">1. Each Region should develop and submit a Regional Recruitment Plan to Central Office.2. Regional Recruitment Plans should be reviewed and updated no less than twice a year and sent to Central Office.3. Each Regional Recruitment Plan should address the areas identified in the needs assessment and consist of at least the following components:<ol style="list-style-type: none">a) A demographic summary of the children and families served by the region,b) A summary of the region's most recent general, targeted, and child-specific recruitment efforts and gain of resource home numbers,c) A summary of the current regional needs,
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	<ul style="list-style-type: none"> d) A regional priority list, e) A summary of planned general and targeted community awareness activities, f) An estimated timeframe to meet the need in each category, g) A plan for engaging more community partners, h) An estimated number of new resource family placements expected to be gained from each recruitment campaign, i) The type of technical assistance and resources needed from Central Office, j) A Regional PATH and in-service training schedule, k) A plan to support and maintain current resource families. l) A plan to increase relative placements.
B. Child-Specific Recruitment	<ul style="list-style-type: none"> 1. Any child in custody 12 months, with a dual goal or sole goal of adoption and has no identified adoptive family resource, will have a child-specific recruitment plan developed and implemented by the child and family team. 2. The Permanency Specialist and/or a regional recruiter will join the child's team to assist in developing and implementing the child-specific recruitment plan to ensure specific strategies, time frames, roles, and responsibilities are included in the plan. 3. Form CS-0768 Child/Youth-Specific Recruitment Plan will be written by the Permanency Specialist and will be developed in the context of the Child and Family Team Meeting. The plan should be updated no less than every three (3) months until a permanent family is found for the child. 4. Within 60 calendar days of a child or youth entering full guardianship, without a permanent family, a referral will be made to the Focus Team.
C. Retention of Resource Families	<p>Retaining resource parents is a critical part of providing service to children and families, so in an effort to retain them as partners, DCS should:</p> <ul style="list-style-type: none"> 1. Provide recruitment opportunities for resource parents to assist DCS with recruiting families who are open to parent teens, sibling groups and minority children. 2. Provide resource parents with a hotline to address problems with visitation from case managers, receiving permanency plans, or concerns about a

	<p>child's movement toward permanence.</p> <ol style="list-style-type: none">3. Provide open door access for resource parents to the Regional Administrators to address Resource Parent questions.4. Provide support to the TN Foster Care Advocacy Program by offering training to the TFACA appointed advocates.5. Provide monthly calendars of phone in dates to help ensure accurate board payments.6. Provide in-service training opportunities for all resource parents through state and regional conferences.7. Provide annual recognition and appreciation events for Resource Parents
Forms:	<p><u>CS-0768 Child/Youth Specific Recruitment Plan</u></p> <p><u>CS-0769 Child Specific Case File Review Tool</u></p> <p><u>CS0-774 Genogram</u></p>
Collateral Documents:	<p><u>Guidelines for Resource Family Recruitment and Retention</u></p>